



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

Memorandum

September 12, 2005
CACFP CN# 48-05

To: Child and Adult Care Food Program Sponsoring Organizations

From: Mary Szafranski, Deputy Associate Superintendent
Health and Nutrition Services

Melissa Steinle, Director
Child and Adult Care Food Program

Subject: Provider Transfers

As part of implementing and maintaining program integrity, providers are allowed to transfer only one time per year. Routine transfers of providers from one sponsoring organization to another will not be allowed. The Arizona Department of Education (ADE) recognizes there might be extenuating circumstances, in which case, ADE may approve an exception to the procedure.

1. The provider must notify both the current sponsor and the new sponsor in writing that he/she wants to transfer, and is terminating his/her agreement with the current sponsor. The notification must include a reason why the transfer should take place (i.e., provider moved or sponsor no longer services that area).
2. The provider must have written approval from both sponsors in order to transfer.
3. The previous sponsor is required to issue a "letter of conveyance" to the new sponsor upon written request of the day care home provider to transfer to the new sponsor.
4. Providers involved in a formal termination process will not be allowed to transfer to another sponsoring organization.
5. A sponsor may accept a provider with documented problems. However, careful monitoring will be required.
6. Transfers must be completed no later than the 20th day of any given month. If completed after the 20th day of the month, the request to transfer should not be processed until the following month.
7. The date of the termination is the last day of the month.

8. The new sponsor must:

- Submit the written request from the provider to ADE.
- Include documentation acknowledging the transfer from the current sponsor and/or the “letter of conveyance” from the current sponsor.
- Submit this information to ADE by the 25th day of the month and list the termination date from the current sponsor.
- Inform providers the change of sponsorship is subject to approval by the state agency and is not guaranteed.

All sponsors must notify their providers of this procedure at the time of the pre-approval visit and at the beginning of each fiscal year. This will ensure providers understand their responsibility.

Note to Sponsors

When contacting providers or working from a list of licensed homes, sponsors must first inquire whether the provider is already enrolled in the program. If this is the case, the sponsor may not pursue the contact. A sponsor must not coerce or cajole a provider into transferring to its program.

ADE encourages sponsors to conduct outreach and enroll nonparticipating homes on the program, so that more children will be served. However, ADE will not allow sponsors “stealing” homes from each other for the following reasons:

- No program or nutritional interests are served when a sponsor enrolls a transferring home.
- The home is already participating and the children enrolled in that home are already receiving the nutritional benefits of the program.
- The provider must meet the same overall requirements and will receive identical meal reimbursement under any sponsor.
- It is an unnecessary and wasteful use of federal dollars for sponsors to extend their time and resources enrolling homes that are already participating.

This procedure extends to providers who terminate for convenience and wish to sign an agreement with a new sponsor. **Providers may transfer only one time per year.**

As sponsors and administrators, we must always keep in mind the purpose of the Child and Adult Care Food Program is to serve children. Please disseminate this information to your current providers within 30 days.

References:

Federal regulation 7CFR 226

The Agricultural Risk Protection Act of 2000, Public Law 104–226

Interim Rule: Child and Adult Care Food Program: Implementing Legislative Reforms to Strengthen Program Integrity.

Please feel free to contact your program specialist if you have further questions.

Kenny Barnes	602.364.1070	Mandy McNeely	602.542.1970
Suzanne Callor	520.628.6775	Tracey Nissen	602.542.1550
Caredy Cochran	602.542.8716	Elsa Ramirez	520.628.6774
Jennifer Leftwich	602.364.0161	Marilyn Smith	602.542.8738
		Joe Steech	602.364.0455

Sample Letter of Conveyance

Letter #1

Current Date _____

To Whom It May Concern:

This is to certify that provider name, license number _____ has participated in the Child and Adult Care Food Program under sponsor name sponsorship since enrollment date.

He/she is in compliance with program rules and regulations and is therefore considered a provider in good standing.

Sponsor Representative _____

Title _____

Letter #2

Current Date _____

To Whom It May Concern:

This is to certify that provider name, license number _____ has participated in the Child and Adult Care Food Program under sponsor name sponsorship since enrollment date.

He/she has had problems complying with the following program regulations:

Sponsor Representative _____

Title _____